

Program Coordinator: Ashley E. Jent
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Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/medical-assisting.aspx>
Student Name:
Student ID:
Students need to be at KCTCS placement levels for all courses
Pre-Admission Requirements & Special Instructions

The Medical Assisting Program may be selective admissions based off the number of applicants and community resources available for the students to complete their Practicum and or Externship. Students must meet with the Medical Assisting Program Coordinator, Ashley E. Jent, prior to admission into Medical Assisting Program. **ALL** courses must be passed with a 'C' or higher.

First Semester	Credits	Term	Grade	Prereqs/Notes
BIO 135- Anatomy & Physiology with Lab	4			Student may take BIO 137 & BIO 139
AHS 115- Medical Terminology OR MIT 103- Medical Terminology	3			
ENG 101- Writing I	3			
Total Semester Credit Hours	10			

Second Semester	Credits	Term	Grade	Prereqs/Notes
MIT 104- Introduction to Medical Insurance	3			
MIT 227- Medical Office Software	3			MIT 217 is a co-requisite it DOES NOT have to be taken.
Computer Literacy	3			
MAI 105- Introduction to Medical Assisting	3			
Total Semester Credit Hours	12			

Third Semester	Credits	Term	Grade	Prereqs/Notes
MAI 120- Medical Assisting Laboratory Techniques I	3			
MAI 140- Medical Assisting Clinical Procedures I	4			
MAI 150- Medical Assist Administrative Procedures I	3			
MAI 170- Dosage Calculations	2			
MAI 200- Pathophysiology	3			
Total Semester Credit Hours	15			

Fourth Semester	Credits	Term	Grade	Prereqs/Notes
MAI 220- Medical Assisting Laboratory Techniques II	3			
MAI 240- Medical Assisting Clinical Procedures II	4			
MAI 270- Pharmacology for the Medical Assistant	3			
MAI 281- Medical Assisting Practicum	1			
MAI 284- Medical Assisting Externship	2			
MAI 289- Medical Assisting Assessment Preparation	1			
CPR 100- Cardiopulmonary Resuscitation	1			
Total Semester Credit Hours	15			
Total Credential Hours	52			

Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.

Advisor Name: _____ **Advisor Signature:** _____

Student Name: _____ **Student Signature:** _____

Special Instructions:

If the student has had CPR outside of BCTC and it will be current at the time of their Externship & Practicum, the student then does not have to take CPR 100. The student must provide a copy of their CPR card to the registrar's office to receive credit for the course, and their CPR must be through the American Heart Association and be for Healthcare Providers.

The Medical Assisting Diploma Program is accredited by: The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical assisting Education Review Board (MAERB).